Working with ET Alerts

To set an ET (Eligibility Technician) alert for your case:

• The ETAL (ET Alert) screen is used both to view and to create alerts (reminders) for a case.

Step	Action
1.	Enter the case number on SYSE or another menu, and Next to the ETAL screen. (A benefit month is not needed.) • All alerts that exist for this case are displayed.
2.	In the first empty space beneath "Message," type the alert text (up to 56 characters).
3.	Tab to the Due Date field and enter the date on which the action is needed, and press Enter to store the alert. • The screen will be temporarily cleared. To redisplay alerts, press F2 or F3 to exit the screen, and Next to ETAL again. • Your CS number is now displayed in the Source/User ID field.
4.	When finished, press F2 or F3 to exit ETAL.

To set an alert for an associated worker:

• It is sometimes useful to set an alert for another worker who shares responsibility for this case. Associated workers, if any, are displayed at the top of the ETAL screen.

Step	Action
1.	Access ETAL for the case, tab to the Caseload No. field, and enter the associated worker's caseload number (it's displayed below your caseload number and name). Press Enter. • You are now viewing that worker's ETAL screen for this case.
2.	Tab to the first empty Message field, and enter the alert text and due date as described in the procedure above. Press Enter. • When the other worker accesses ETAL, he/she will see your CS number in the Source/User ID field. To provide further clarity, it may be helpful to include your first name in the alert text.
3.	Either change the caseload number back to your own number, OR press F2 or F3 to exit the other worker's ETAL screen.

To delete alerts from ETAL:

- Alerts do not disappear automatically; they must be deleted when no longer needed.

Step	Action
1.	Access ETAL and decide which alerts can be deleted.
2.	Tab to the Delete field for each alert to be deleted, type Y, and press Enter. • If there are more alerts on the next page of ETAL, they will now display. You may continue deleting alerts on this page if needed.
3.	When finished, press F2 or F3 to exit ETAL.

To review and/or delete alerts on ETAD for:

1. Your entire caseload
2. A shared caseload within your jurisdictional county
3. A caseload with the same county director/WoRC program manager/supervisor

- The ETAD (ET Alerts Due Today or Overdue) screen displays all alerts for the entire caseload that have due dates of today or later. You should review ETAD regularly and delete unneeded alerts.

Step	Action
1.	Next to ETAD (no case number or benefit month is needed). Review the list of due/overdue alerts.
2.	Tab to the DEL (Delete) field for each alert to be deleted. Type Y, and press Enter. • If there are additional pages of ETAD, continue deleting alerts as appropriate.
3.	When finished, press F2 or F3 to exit ETAD.